

PEACE CORPS PERU VACANCY ANNOUNCEMENT

POSITION: **MASTER TRAINER**
FSN Grade/step equivalent 10/1 – Base year annual salary
S/.119,484.00 Nuevos Soles

OPEN TO: All interested candidates with Peruvian residency/ work
permit

OPENING DATE: November 26, 2014

CLOSING DATE: December 10, 2014

Please, interested candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Láctea 132, Ur. Los Granados, Surco or to the email: **recursoshumanos@peacecorps.gov**, along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

Basic Function of Position

The incumbent will act as the Master Trainer (MT) under the guidance and supervision of the Training Manager. The Peace Corps (PC) MT will assist the Training Manager in all aspects of PC/Peru's training program; including Pre-Service Training (PST), In-Service Training (IST) and staff training. The Master Trainer oversees the design, development, implementation and evaluation of the training program, in conjunction with the Training Manager. The MT will perform the following services and duties:

MAJOR DUTIES AND RESPONSIBILITIES:

Volunteer Training

(Pre-Service Training (PST) & In-Service Training (IST) - 65%):

- Leads curriculum development (task analysis, competencies, learning objectives, lesson plans) and session planning processes - assuring the integration of language, cultural, technical and other components in Pre-Service Training and In-Service Trainings - in conjunction with the Training Manager and five Programming and Training Specialists; one from each of the following programs - Community-based Environmental Management; Community Health; Community Economic Development; Water, Sanitation and Hygiene and Youth Development.
- Helps create, coordinate and manage a complex calendar of training events.
- Designs and plans Pre-Service Training activities for community analysis, cross-cultural awareness and inter-cultural competence, the role of the volunteer in development, gender in development, and Volunteer well-being.

- Responsible for all aspects of Pre-Service Training associated with the cross cultural preparation of Trainees for their PC job assignments, including the design, implementation (including direct facilitation), documentation and evaluation of cross-cultural sessions and assures the integration of inter-cultural competency in Technical, the role of the Volunteer in development, Safety and Security, Health and Language Training, and Peace Corps Trainee (PCT) experiential activities, in conjunction with Program and Training Specialists, Language and Cultural Facilitators and the Training Manager.
- Supports the Administrative, Medical and Safety & Security Units in the planning and implementation of core sessions during Pre-Service Training (PST) and In-Service Trainings (IST).
- Oversees the Trainee Assessment process to ensure that it is completed in a timely and appropriate way. Also, monitors Trainee completion of cross-cultural objectives and conducts ongoing feedback regarding inter-cultural competency of Trainees, in conjunction with other Training team members.
- In coordination with others, compiles and presents a written Training Event report about the strengths and areas of improvement related to training content, methodology, delivery and resources.
- Guides the development of a budget plan that includes field trips and materials needed to best implement the training program and submits it to the Training Manager for approval before each training event. Monitors budget compliance for training events.

Trainee & Volunteer Support (10%)

- Detects and documents in a timely manner issues that affect a Volunteer's or Trainee's ability to serve effectively and counsels Trainees as needed to clarify service expectations. Keeps Country Director, Training Manager, Director of Programming & Training and Program Managers informed of any concerns, as appropriate; informs Peace Corps Medical Contractors of any medically-related concerns.
- Assists Training Manager, Country Director, Safety & Security Manager and others to anticipate, prevent, and manage safety and security, emergency, and crisis situations.
- Ensures appropriate processes are in place for emergency communications and crisis support for Trainees during PST. Periodically serves as Duty Officer responsible for weekend and after-hour emergencies.
- Provides safety and security guidance and support to Volunteers and Trainees.
- Provides Volunteers and Trainees with coaching and individual support consistent with Peace Corps/Peru policies and practices.
- Manages Peace Corps policy in relation to Trainee and staff behavior, feedback and follow-up with appropriate staff.

Administrative & Management Responsibilities (10%)

- Assists Training Manager in training center operations.
- Acts as Training Manager in case of Training Manager's absence.

Staff Development & Training (15%)

- Supports the planning and implementation of a training of trainers (ToT) before each Pre-Service Training cycle and for some elements of the ToT co-leads the ToT with the Training Manager.
- Helps plan and guide staff development meetings throughout the training cycle.
- Serves as mentor, coach and resource for Staff and Trainees in learning methodologies, facilitator skills, applied training, community analysis.
- Coaches and mentor new trainers. Provides monitoring, evaluation, feedback and follow-up to technical and language trainers for training sessions in PST and ISTs.
- Provides feedback on facilitation skills and follows up with targeted training for the Programming and Training Specialists (PTS), language and cultural facilitators, Volunteer co-facilitators, and trainees, and others conducting training sessions.
- Supports the TM in training, mentoring and coaching the PTSs to assure their job effectiveness in the planning, implementation and evaluation of sector PST and IST. Assures the PTSs are well trained and that they follow adult education best practices and methodology.
- Support other staff training, as required

SUPERVISION AND COORDINATION

- Directly supervises Programming and Training Specialists (PTS) regarding their performance related to Pre-Service Training and facilitates coordination with Program Managers to ensure that technical training syllabus is updated prior to each PST cycle.
- Provides input to PTS annual performance evaluation and performance plan in coordination with Program Managers.
- Provides input to annual performance evaluation of Program Managers, Safety and Security Manager, Peace Corps Medical Contractors (PCMCs) and other staff related to their facilitation skills during PST/IST events.

SAFETY AND SECURITY

- Must comply with the emergency action plan (EAP) specific roles and responsibilities listed in the EAP for their relevant section (Training Unit)/ position (Master Trainer).
- Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager. Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps

Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- A. **Education:** Bachelor's degree in Education or related field.
- B. **Prior Work Experience:** Three years of progressively responsible experience in training and/or adult education; ideally in community rural development topics. Experience in training of trainers in different technical topics and proven ability to conduct training activities in English and Spanish. Understanding of teaching methodology for technical, cross-cultural and language learning is desirable. Personal experience working or studying in a cross-cultural environment is a plus.
- C. **Post Entry Training:** The incumbent will receive training on the Peace Corps philosophy, programming and training system, and PC policies and regulations.
- D. **Language Proficiency:** Level III English (good working knowledge) and level IV Spanish (fluent) ability is required.
- E. **Knowledge:** In-depth understanding of Peruvian history, culture and geography. Knowledge of developmental plans and organizations in Peru. Understanding of the Peruvian government's objectives, priorities and structure. In-depth understanding of U.S. and Peruvian cultures, including areas of cultural diversity.
- F. **Skills and Abilities:** Ability to maintain good working relationships with Peace Corps staff (US and Peruvian) and Volunteers. Ability to work in cross-cultural training settings and to develop training sessions and schedules. Strong interpersonal and cross cultural skills - ability to lead, motivate, counsel and advise adults. Basic computer skills (Microsoft Office) required.